

FIRE PLANS REVIEWER

DISTINGUISHING FEATURES

The fundamental reason the Fire Plans Reviewer classification exists is to perform technical review and approval of construction, fire, and life-safety protection plans, ensuring compliance with City codes and requirements, and national standards. Provides technical advice and assistance to architects, engineers, and other community and private industry personnel as it relates to the interpretation and compliance with local fire codes and standards. This classification is not supervisory. The Fire Plans Reviewer's work is performed under the general direction of the Sr. Fire Plans Reviewer in Fire and Life Safety Services.

ESSENTIAL FUNCTIONS

Performs plan review of life safety features and systems for commercial and residential properties, providing a high level of customer service. Problem solves with contractors, developers, and citizens to ensure customers needs are met within city codes and standards. Provides alternative design criteria and solutions to non-conforming plans.

Identifies inadequacies found on construction documents and specifications and outlines corrective remedies to conform to adopted codes and regulations.

Responsible for the compliance of systems such as fire sprinkler and alarm systems, high piled combustible storage, hazardous storage and processes, along with other permit applications per the 2003 International Fire (IFC) and Building (IBC) Codes, as well as additional City, County, State and Federal regulations.

Evaluates engineering analyses and other related documents to analyze design solutions.

Provides technical fire engineering and policy advice to other City divisions. Interfaces with planning, zoning, building, water, and civil engineering staff members on development and design issues.

Responds to questions submitted by the public, which are related to life safety features, systems, codes and regulations.

Demonstrates continuous effort to improve operations, streamline work processes, and works cooperatively and jointly to provide quality seamless and consistent customer service.

Performs additional duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Construction, standard construction materials, design analysis and design concepts.

Engineering as applied to specific fields of construction projects.

Nationally recognized codes and standards and related city ordinances.

Ability to:

Comprehend and make inferences from written material and verbal and/or written instructions. Communicate effectively (verbally and in writing).

Establish and maintain effective working relationships with all levels of City staff, the design and construction community and the public. Produce written documents with clearly organized thoughts using proper sentence construction, punctuation and grammar.

Operate a variety of standard office equipment including a computer terminal, a variety of computer software, copy and facsimile machines, telephone, and calculator that require continuous and repetitive arm or hand and eye movement.

Use professional judgment and common sense in the application and enforcement of the intent of codes and regulations and engineering principles.

Maintain regular consistent attendance and punctuality.

Education & Experience

Any combination of education and experience equivalent to an AA Degree in Fire Science, Building/Construction Science, Architecture, or related Engineering field, and three years recent experience with building or fire/life-safety plan review and approval process. Certification in the International Fire Code (IFC) and/or the International Building Code (IBC) is required. The selected candidate will have experience reading and comprehending construction documents to interpret customer needs and translate them into effective solutions and operational policy.

FLSA Status: Exempt

HR Ordinance Status: Unclassified